

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

**Minutes**

Lorain Public Library System  
Thursday, November 19, 2015  
5:00 p.m. North Ridgeville Branch Library, 35700 Bainbridge Road, North Ridgeville, OH  
Regular Business Meeting

Mr. Virden called the meeting to order at 5:02 p.m.

**Roll Call**

Present: Mr. Virden, Ms. Hatch, Mr. Kovach, Ms. Tomas, Mr. Dore

**Regular Business**

No board member indicated a conflict of interest with today's agenda.

**#2015-132 Approval of Minutes**

Mr. Kovach moved, Ms. Hatch seconded that the minutes of the October 15, 2015, meeting be approved.

**Roll Call:** yeas, unanimous

**#2015-133 Approval of Fiscal Officer's Report**

Mr. Kovach moved, Mr. Dore seconded that the Fiscal Officer's Report for the month ending October 31, 2015, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of October 31, 2015, was \$10,226,766. Of the October month end cash balance, \$8,567,992 was in the Operating Funds, of which \$7,685,164 was unencumbered. Revenues for the year totaled \$8,100,704 which represented 91.6% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$5,929,176 which was 67.2% of the *estimated* expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$7,490,719 or about 84.7% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of October 31, 2015, was \$9,298,014 million.

**Fiscal Officer's Report continued:**

*Correspondence & Public Record's Request*

The Board received an email from a patron in regards to allowing concealed weapons in the Library. A response via email was sent to advise the patron that this is an Ohio law for all government buildings.

There were two public records request from the City of Avon. The initial request was for years 2012-2014 and the second request added 2009-2011 and 2015. There is a request for a joint meeting with LPLS and Avon City Council to explain the requested documents.

*Training*

Mr. Wilson, Ms. Lanning and Ms. Simms attended an in-service meeting today with EASE@work.

Mr. Wilson and Ms. Lanning participated in a web meeting on the Affordable Care Act software in our payroll system.

Ms. Lanning attended a webinar today on the subject of Ohio Ethics Law.

**Roll Call:** yeas, unanimous

**Report of the Director**

*Board/Personnel*

Ms. Eldridge welcomed everyone to the North Ridgeville Branch. Ms. Eldridge assisted in the recruitment process for a prospective board member. The Staff Recognition Committee will honor 19 staff members who have 5, 10, 15, 20, 25, and 30 years of service. A new youth services librarian has been hired.

*Community Events/Library Programs*

The Annual Clothe-A-Child Charity Raffle will be held on December 2, 2015.

The Annual Holiday Luncheon will be held on December 9, 2015, the cost is \$5 per person and all proceeds will be donated to The Foundation of the Lorain Public Library System, Inc. Ms. Eldridge invited all Board Members to attend.

Mr. Wilson and Ms. Eldridge attended the Lorain City School District board meeting where the school board approved placing the Lorain Library levy on the March 15, 2016 ballot.

**Directors Report** (*Community Events/Library Programs continued*):

Ms. Whitney and Donna Kelly attended Avon's City Council meeting. Ms. Eldridge would like to develop a better relationship with the city of Avon.

The Lorain County Historical Society, located in the renovated Carnegie Building, will celebrate their re-opening on Sunday, November 22, 2015.

LPLS will participate in the Waterfront Winterfest celebrations.

Lorain County Metro Parks and LPLS partnered to host a program on October 28, 2015, titled Ghosts of Ohio. The program was very well attended.

*Strategic Planning*

Ms. Eldridge thanked Katy Klettinger of the State Library for all the work she did on the strategic planning process. The final report has been received and copies were included in the board packet. Planning meetings are being held on November 30, December 7, and December 14, 2015.

*Facilities*

On October 30, 2015, there was a partial power outage at the Main Library caused by a squirrel. After the power was restored, there were additional mechanical issues that were resolved as well.

*Statistics*

Ms. Eldridge reviewed handouts of a *Library Journal* article on America's Star Libraries and commented on per capita statistics for library systems in Ohio.

*Professional Relations*

Ms. Hayes advised LPLS purchased two retractable banners that are easily taken from place to place. The banners can be used to enhance the Library's visibility.

*Foundation*

The Foundation is still working on in the annual appeal. The next meeting will be held on January 18, 2015.

## **Assistant Directors Report**

### *SEIU 1199*

Ms. Whitney advised Sunday staffing green sheet requests for January – June 2016, have been distributed to union employees.

On November 4, 2015, Matthew Cockroft of Federal Mediation and Conciliation Service did a presentation on problem solving and gave tips to improve communication at the Labor Management meeting.

### *Branch Updates*

Ms. Whitney stated HVAC and IP phone installation has been happening across the branches.

The Avon Branch men's restroom renovation is almost complete. The project will continue after holiday programs are complete. The outdoor LED lights and fixtures have been installed.

The Columbia Branch will be hosting a Renovation Celebration on November 30, 2015, Ms. Whitney invited the board to attend. A grant request to the Columbia Community Foundation was submitted by the Columbia Friends for the purpose of adding a new Hatch children's computer, three new laptops, a server, and associated peripheral equipment to better serve the technological needs of the community.

At the North Ridgeville Branch the process of staining the doors in the new meeting room is being done. Electronic equipment has arrived and IT will be installing this equipment over the next few weeks. Ms. Whitney publicly thanked Karen Sigsworth, Julie Marchand and other staff members who helped move the collection in anticipation of the new meeting room.

### *Meetings/Workshops/Event Attendance*

Ms. Whitney hosted a Zentangle program at South in early November.

Ms. Whitney attended a culinary arts dinner at JVS.

Ms. Whitney and Donna Kelly are meeting with Executive Director of Connecting for Kids, Sarah Rintamaki regarding the application for a grant from the Nord Family Foundation in support of programs for children with special needs.

Avon City Council passed the ordinance to put the Library levy on the ballot.

**Assistant Directors Report** (*Meetings/Workshops/Event Attendance continued*):

Ms. Whitney and Susan Spivey attended the Columbia Community Foundation Gala.

**Committee Reports**

*Finance, Audit and Properties Committee – No Report*

*Library Services and Personnel Committee -*

**#2015-134 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Kovach moved, Ms. Tomas seconded at 5:34 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Roll Call:** yeas, unanimous

**Reconvened: 6:41 p.m.**

*Trustee Development and Nominating Committee – the Committee recommended that the Library Board should officially request that the Board of the Lorain City School District appoint Dr. Gloria Badillo, for the position of Library Trustee for the seven-year term commencing in January of 2016.*

*Fraud Hotline – Nothing to report*

**Communications**

See Fiscal Officer's Report.

**Audience Participation**

*Supervisors*

Ms. Sigsworth welcomed everyone to the North Ridgeville Branch. Ms. Sigsworth stated there were many well attended children and youth programs in October. Ms. Sigsworth commented on the scheduling of Sunday programs for January through March of 2016, has been completed. The North Ridgeville branch will be hosting their annual first grade visits which include a tour of the Library. Ms. Winkler will give a presentation. Ms. Sigsworth thanked the board for supporting additional Wednesday hours at the North Ridgeville branch. Ms. Sigsworth mentioned how successful the last Friends book sale was and that they have new volunteers.

*Friends of the Library*

Avon Friends book sale started today. There is a report in the board packets that show the 2016 Friends' events.

Columbia Friends netted \$750.00 on their last book sale. The December meeting will be the Christmas party and election.

Domonkas Friends next meeting is in January. They also will have an event to thank volunteers.

North Ridgeville Friends next meeting and book sale is in January. The Friends will help with the Noon Year's Eve Celebration.

Lorain Friends last meeting was October 27, 2015. The annual meeting will be held February 14, 2016.

*Foundation*

The annual appeal is still going on. Ms. Tomas thanked Columbia Friends and Lorain Friends for their donations. The Foundation decided to pick up the cost of the appeal so 100% of donations will go to the Summer Reading Program.

**New Business**

**#2015-135 Approval of Personnel Appointments**

Ms. Tomas moved, Mr. Kovach seconded to approve the following personnel appointment(s):

- Ellen Fabrizio, Library Assistant, Public Services position, part-time, at the Domonkas Branch Library of the Lorain Public Library System, effective November 23, 2015, at an hourly rate of \$11.961, which is grade UE, step 1.
- Lisa Mikulan, Library Aide, Public Services position, part-time, at the Main Library of the Lorain Public Library System, effective November 16, 2015, at an hourly rate of \$8.10, which is grade UA, step 2.

**Roll Call:** yeas, unanimous

**#2015-136 Approval of Recommendation for Appointment of Library Trustee**

Mr. Kovach moved, Mr. Dore seconded to recommend to the Lorain City School District, Board of Education the appointment of Dr. Gloria Badillo for a seven-year term as Library Trustee, the period being January 1, 2016 through December 31, 2022.

**Roll Call:** yeas, unanimous

**New Business continued:**

**#2015-137 Approval to Donate Columbia Branch Furniture**

Ms. Tomas moved, Mr. Kovach seconded to declare as surplus, the chair-and-a-half at the Columbia Branch Library that is being replaced, and to donate the item to the Columbia Friends of the Library.

**Roll Call:** yeas, unanimous

**#2015-138 Approval to Support Save Our Sight Ohio Program**

Mr. Kovach moved, Ms. Tomas seconded to allow a “Wild About Eyes” children’s eye health and educational kiosk display and story program to be held at the Lorain Main Library during the period July 1, 2016 to June 30, 2017.

**Roll Call:** yeas, unanimous

**#2015-139 Ratification of Grant Application**

Ms. Tomas moved, Mr. Kovach seconded to ratify the Library Administration’s submission of a grant application, through the Friends of the Columbia Library, Inc., to the Columbia Community Foundation for computers, software, and related equipment for the Columbia Branch Library.

**Roll Call:** yeas, unanimous

**#2015-140 Authorization to Enter Into a Partnership on a Grant Application**

Mr. Kovach moved, Ms. Hatch seconded to authorize Library Administration to partner with Connecting for Kids, for the purpose of jointly applying for a grant of up to \$25,000 from the Nord Family Foundation, in order to provide supplies, materials and programming for special needs children and speakers for related educational programs for adults, at the Avon and North Ridgeville Branches.

**Roll Call:** yeas, unanimous

**#2015-141 Approve Contract with Top Notch Landscaping to Provide Snow Removal Services at the Columbia Branch Library**

Mr. Kovach moved, Ms. Hatch seconded to authorize the CFO to enter into a contract with Top Notch Landscaping to provide snow removal services at the Columbia Branch Library, in an amount not to exceed One Thousand Dollars (\$1,000.00), for the period November 15, 2015 through April 15, 2016.

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2015-142 Approve Additional Snow Removal Services with Schill Landscapping  
in Addition to the Monthly, Flat-Rate Contract**

Mr. Kovach moved, Mr. Dore seconded to authorize Library Administration to approve additional snow removal services from Schill Landscapping, based upon the needs of the Library.

**Roll Call:** yeas, unanimous

**IX. Other Agenda Items**

**X. Next Meeting**

Finance, Audit & Properties Committee Meeting  
December 14, 2015, at 5 p.m.  
North Ridgeville Branch

Library Services and Personnel Committee Meeting  
December 14, 2015, at 5:30 p.m. (*Immediately following the Finance Committee meeting*)  
North Ridgeville Branch

Board of Trustees Regular Business Meeting  
December 17, 2015 at 5 p.m.  
South Branch Library

**XI. Adjournment** Time: 7:05 p.m.

**Attest:**

James A. Urtle, President

Susan J Hatch, Secretary